

Idaho Wind Power Working Group

GROUP STRUCTURE

AND

OPERATING GUIDE



**Idaho Department of Water Resources
Energy Division
1301 N. Orchard St.
Boise, Idaho 83706**

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Group Structure and Operating Guide

Formation of the Working Group

The Idaho Wind Power Working Group is an organization comprised of representatives from federal, state and local governments, utilities, renewable energy advocates, wind power industry, environmental organizations and other entities interested in the development of wind energy facilities in Idaho.

In 2001 the Idaho Energy Division convened an ad-hoc Idaho Wind Energy Development Steering committee representing various organizations interested in the development of wind energy in Idaho. The function of the steering committee was to review the issues and barriers involved in the development of wind power in Idaho and to draft a strategic development plan.

After the plan was drafted, the Energy Division organized and convened the Idaho Wind Power Working Group to further review the plan and help implement the various strategic objectives and action plans. The group consisted of representatives from a wider cross section of entities interested in wind energy development. The ad-hoc steering committee was merged into the Idaho Wind Power Working Group.

Mission

The mission of the Idaho Wind Power Working Group is:

“To promote wind power development in Idaho. The primary emphasis will be the development of commercial-scale wind farms in Idaho, which may stimulate rural economic development opportunities. Actions will also be taken to promote small-scale wind development.”

Memorandum of Understanding

The various stakeholders in Idaho have formed a coalition that could discuss the barriers associated with the development of wind power facilities and implement actions to eliminate or reduce these barriers. The members have committed themselves to promote the development of commercial-scale wind farms through a collaborative process among the stakeholders. The formal Memorandum of Understanding is presented in Table 1. The MOU also outlines the general responsibilities to which members agreed to commit.

Membership

Invitations have been initially extended to representatives from key organizations interested in the development of wind power facilities in Idaho to form the Idaho Wind Power Ad Hoc Committee. The Ad Hoc Committee’s main task was to draft the Idaho Wind Power Development Strategic Plan. When the draft was completed, the working group was organized to implement the various strategic objectives and action items.

To date the Idaho Wind Power Working Group includes representatives from several electric utilities, the public utility commission, the state energy office, the wind industries, economic development and rural development offices, consumer, environmental, and renewable energy advocates, a power planning agency and other local, state and federal government agencies. These are the stakeholders that have an interest in promoting the development of both small-scale and commercial or utility-scale applications in Idaho.

The list of member organizations and representatives initially invited to join the working group is presented in Table 2.

Facilitator

The Idaho Wind Power Working Group is structured with a general membership, a facilitator, working sub-committees and a steering committee. The overall function of the facilitator is to facilitate group meetings and oversee the implementation of the various objectives and action plans. The facilitator will also represent the group in the national or regional state wind working group coordinators' meetings. The Energy Division presently serves as the group's facilitator. An Energy Division staff member will initially serve as the group's secretary to record minutes of the meeting and to send notices to members. The duties of the facilitator and the role of the Energy Division are presented in Table 3.

Working Sub-committees

It is necessary to form several working sub-committees to help carry out the mission and objectives of the Idaho Wind Power Working Group Strategic Plan. Each sub-committee is comprised of a chairperson and several members. The sub-committee chairperson provides guidance and direction to the members. He/she is responsible for the actual organization and function of the sub-committee and reports to the Idaho Wind Power Working Group on the progress of its activities. The sub-committee chairperson works closely with the IWPWG facilitator. The role of the sub-committee and the specific duties of the sub-committee chair are presented in Table 4.

Sub-committee work assignments are voluntary, but all parties are encouraged to participate to have an equitable distribution of work.

The current working sub-committees and their respective functions are as follows:

1. ***Resource Assessment*** – responsible for implementing Strategic Objective 1: Initiate a wind resource assessment program.
2. ***Government Policy Development*** – responsible for implementing Strategic Objective 3: Promote the establishment of government policies to encourage development of renewable energy resources including wind.
3. ***Wind Power Awareness*** – responsible for implementing Strategic Objective 4: Increase awareness and understanding of wind power technologies and their costs, benefits, and challenges.
4. ***Transmission*** – responsible for implementing Strategic Objective 5: Identify transmission barriers and potential upgrades and expansion.
5. ***Economic Assessment and Promotion*** – responsible for implementing Strategic Objective 6: Promote and assess economic and other benefits of various wind power development projects and provide information to interested parties.

6. ***Awareness of Policy Makers*** – responsible for implementing Strategic Objective 7: Increase the level of awareness of policy makers.
7. ***Development of Large-Wind Projects*** – responsible for implementing Strategic Objective 8: Promote the development of 300 MW of commercial wind power facilities in Idaho by 2010.
8. ***Development of Small-scale and Medium-scale Wind Projects*** – responsible for implementing Strategic Objective 9: Promote the development of small-scale and medium-scale wind projects in Idaho.

The list of initial chairs and members of the sub-committees is presented in Table 5.

Steering Committee

The steering committee is comprised of sub-committee chairs. Other representatives may also be invited as appropriate. The steering committee will have the responsibility for keeping each other informed and determining if further actions for strategic objectives are appropriate. It will also serve as advisor to the IWPWG facilitator. The committee will identify and seek funding from USDOE, NREL, BPA, and other sources to implement the various action items contained in the strategic plan. The steering committee is chaired by the IWPWG facilitator. Other chairs can be selected, if necessary.

The organizational chart of the Idaho Wind Power Working Group is presented in Figure 1.

Meetings

The Idaho Wind Power Working Group will meet regularly in order to coordinate and monitor the implementation of the group's goals, objectives and action initiatives. Special meetings may be called as needed. Periodic status reports from working sub-committees will also be made in these meetings. These meetings will also be an opportunity to get feedback and comments from stakeholders on the overall program progress and success in meeting the group's goals and objectives. Sharing of information and activities related to wind power development is encouraged at these meetings.

Most meetings will be scheduled in Boise and hosted by any member organization, but meetings may be held in other locations in the state. They will be scheduled when there are significant wind energy-related events happening, such as wind seminars or workshops, project tours, etc. These meetings will generally be scheduled every three months, as appropriate.

Group Decision Process

The working group's collaborative process should operate by consensus. However, if differences arise, decisions can be made by majority vote. Each stakeholder organization is limited to one vote in decision-making matters.

If there are contentious issues being addressed by the group and decisions are not made by consensus, and these decisions may contradict the policy of other organizational members, such members should not be included in supporting and pursuing these issues or decisions. Other members are encouraged to pursue critical issues individually if it is clear that group consensus is not possible.

Records and Reports

Minutes of official meetings of the IWPWG will be recorded. The Energy Division will provide a support staff, if available, to record the minutes of the meeting. If this help becomes unavailable, other members will serve as the recorder. Draft minutes of previous meetings will be mailed to members with the meeting notices and agendas. Such minutes will be presented for correction and approval during the following meeting.

The Idaho Wind Power Working Group may develop and publish an annual report for the Working Group membership. The annual report may highlight the accomplishments and activities of the Working Group during the calendar year. The report may also include members' experiences in the promotion, education, project planning and implementation, policy development and other wind energy-related activities.

Communication

Meeting notices, agendas, minutes, and background materials for the IWPWG will be prepared by the facilitator and distributed to the members approximately two weeks before regularly scheduled or special meetings. The preferred communication is electronic mailing.

Similar information and materials will also be mailed to members and other interested people deemed appropriate by the facilitator.

Any other appropriate information that may be of interest to other members should be forwarded to any of the sub-committee chairs and/or the facilitator for distribution to other members by the facilitator.

Technical Resources

The group may occasionally address wind power-related issues that are technical in nature. Some members of the group, because of their more in-depth involvement with the wind power technology, can act as a technical resource. It may also be necessary to invite other technical experts to address the group to learn more about the wind power technology.

The following entities are some of the technical resources available to the Group:

- National Renewable Energy Laboratory
- Idaho National Engineering and Environmental Laboratory
- American Wind Energy Association
- National Wind Coordinating Committee
- Windustry
- Other organizations promoting renewable energy resources

Other IWPWG members representing the wind industries and consulting may also be used as technical resources.

Timetable

The existence of this Working Group will continue while there is an interest among members, and as long as there appears to be a need to collaborate the development wind power technology

in this state. The various working sub-committees will set up reasonable timetables to pursue the specific action initiatives contained in the Strategic Plan.

The Energy Division will continue to provide operational support to the working group while funding is available.

Table 1

MEMORANDUM OF UNDERSTANDING

IDAHO WIND POWER WORKING GROUP

The signatories to this Memorandum mutually agree that wind energy technology should be seriously considered to help meet future electric energy needs because it is a clean, renewable resource with little environmental impact, can be produced domestically, and has a potential for rural economic development opportunities. The members believe that wind energy technologies are now cost effective for both small-scale and commercial- or utility-scale applications.

The group's purpose is to promote the development of commercial-scale wind farms in Idaho. The following concepts and commitments will guide the group's activities:

- A. Members will designate a representative to the collaborative process. Additionally, members agree to identify personnel within their organization who can attend meetings and participate in group activities or projects such as assisting in technical wind workshops or seminars sponsored by the IWPWG.*
- B. Members agree to help implement the various strategies and action plans developed by the IWPWG, as appropriate, consistent to their own policies.*
- C. Members agree to examine barriers to the development of wind power systems and propose solutions.*
- D. Members agree to educate personnel and/or members within their organizations and the general public on wind technology and applications in Idaho and surrounding areas.*
- E. Members agree to report their experiences in the promotion, education, project planning and implementation, policy development and other related activities that may help in the development of wind power facilities in Idaho.*

The signatories to this Memorandum shall have the authority to commit their organizations to the above concepts thereby forming the membership of the Idaho Wind Power Working Group.

**MEMORANDUM OF UNDERSTANDING
IDAHO WIND POWER WORKING GROUP**

Organization

Signature/Title/Date

	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____

Table 2
LIST OF INVITED MEMBER ORGANIZATIONS AND REPRESENTATIVES
JANUARY 2002
Idaho Wind Power Working Group

Avista Utilities, Tom Leinhard
Bonneville Power Administration, George Darr, John Williams
Bureau of Land Management, Jack Peterson
Climate Solutions, Rhys Roth
enXco, Dave Luck
Environmental Protection Agency, Warren McFall
Idaho Association of Counties, Daniel Chadwick
Idaho Counties:
♦ Twin Falls County, William Brockman
♦ Lemhi County, Michael England
Idaho Department of Commerce, Bob Ford
Idaho Department of Environmental Quality, Ken Hanna
Idaho Department of Lands, George Bacon
Idaho Energy Coalition, Mary McGown
Idaho Energy Division, Gerry Galinato, Gerald Fleischman
Idaho Farm Bureau Federation, Rick Keller, Russ Hendricks
Idaho Falls Electric Division, Van Ashton
Idaho Indian Tribes:
♦ Shoshone-Bannock, Nancy Murillo
♦ Nez Perce, Julie Simpson
♦ Coeur d'Alene, Alfred Nomee
♦ Shoshone-Paiute, Reggie Premo
Idaho National Engineering and Environmental Laboratory, Gary Seifert, Shawn West
Idaho Power Company, Scott Gates
Idaho Public Utilities Commission, Bill Eastlake
Idaho Rivers United, Sara Denniston-Eddie
Idaho Rural Council, Kristy Webb
Idaho Cooperative Utilities Association, Bud Tracy
Independent Power Producers, Bob Mooney
Jerome County Planning and Zoning, Xenia Williams
Lewandowski Farms, Robert Lewandowski
Land and Water Fund of the Rockies, Bill Eddie
Natural Resource Conservation Service, Jan Tuma
National Renewable Energy Laboratory, Larry Flowers
Northwest Power Planning Council (Idaho), Shirley Lindstrom
Northwest Sustainable Energy for Economic Development (SEED), Heather Rhoades-Weaver
Pacific Winds, Inc., Rick Koebbe
Renewable Northwest Project, Sonja Ling
Senator Crapo's Office, Sarah Bigger
U.S. Department of Energy, Seattle Regional Office, Curtis Framel
U.S. Forest Service, Barry Burkhardt
University of Idaho Cooperative Extension System, Howard Neibling
University of Idaho State Climate Services, Russell Qualls
Utah Power and Light, Roby Roberts
Windland, Inc., Roald Dorskland

Table 3
Idaho Wind Power Working Group
Duties of Facilitator and Role of Idaho Energy Division

Duties of Facilitator

1. Acts as facilitator for the working group (WG) members and the Steering Committee.
2. Schedules WG and Steering Committee meetings.
3. Coordinates the implementation of various action items in the strategic plan.
4. Coordinates with the various sub-committee chairs on implementation issues.
5. Updates members of the WG during regular and special meetings.
6. Communicates with the WG members on wind development activities.
7. Participates in sub-committee meetings as appropriate.
8. Represents the WG in national/regional state coordinators' meetings.

Role of Idaho Energy Division

1. Provides facilitator for the working group.
2. Provides secretarial and other administrative staff support for the working group.
3. Provides technical staff support.
4. Provides meeting/conference rooms for the working group or sub-committee meetings.
5. Provides audio-visual equipment during meetings.
6. Provides partial funding to operate the working group, if funds are available.
7. Solicit funds from various sources to operate the working group.

Table 4
Idaho Wind Power Working Group
Role of Sub-committee and Duties of Chair

Role of Sub-committee

1. Prioritizes action items for specific strategic objectives.
2. Sets milestones for accomplishing the various action items.
3. Meets regularly to address implementation processes, issues and progress.
4. Establishes methodology for communicating to sub-committee members.
5. Assigns sub-committee member's responsibility for action items.
6. Adds action items if needed with approval by the IWPWG's steering committee.

Duties of Sub-committee Chair

1. Acts as facilitator for the members of a specific committee.
2. Schedules sub-committee meeting(s) to update sub-committee on strategic objective/action items progress.
3. Coordinates the implementation of the various action items as contained in the specific strategic objective being accomplished.
4. Coordinates with the facilitator of the Idaho Wind Power Working Group on implementation issues.
5. Coordinates with the other sub-committee chairs on related issues affecting the specific sub-committee's strategic objective.
6. Updates the members of the Idaho Wind Power Working Group during its regular or special meetings on activities of the sub-committee.
7. Reports quarterly to IWPWG facilitator who disseminates information to the working group as appropriate.

Table 5
Idaho Wind Power Working Group
Sub-Committees, Chairs and Members
(December 2002)

Idaho Wind Power Working Group

Facilitator: Gerry Galinato, Idaho Energy Division
1301 N. Orchard St
Boise, ID 83706
208-327-7963 (phone)
208-327-7866 (fax)
ggalinat@idwr.state.id.us

Sub-committees

1. Resource Assessment (Objective 1)

Chair: Gerald Fleischman, Idaho Energy Division
1301 N. Orchard St.
Boise, ID 938-7
208-327-7959 (phone)
208-327-7866 (fax)
gfleisch@idwr.state.id.us

Members: Heather Rhoades-Weaver, NWSEED
Gary Seifert, INEEL
Shawn West, INEEL
Dave Luck, enXco

2. Government Policy Development (Objective 3)

Chair: Bill Eddie, Land & Water Fund of the Rockies
PO Box 1612
Boise, ID 83701
208-342-7024 (phone)
208-342-8286 (fax)
lawfund2@rmci.net

Members: Bill Eastlake, IPUC
Sonia Ling, Renewable Northwest Project
Russ Hendricks, Idaho Farm Bureau
Scott Gates, Idaho Power

3. Wind Power Awareness (Objective 4)

Chair: Dick Larsen, Idaho Department of Water Resources

1301 N Orchard St.
Boise, ID 83706
208-327-7933 (phone)
208-327-7866 (fax)
dlarsen@idwr.state.id.us

Members: Gerald Fleischman, Idaho Energy Division
Gary Seifert, INEEL
Curtis Framel, USDOE
Larry Flowers, NREL
Kristy Webb, Idaho Rural Council

4. Transmission (Objective 5)

Chair: Kip Sikes, Idaho Power Co.
PO Box 70
Boise, ID 83707
208-388-2459 (phone)
dsikes@idahopower.com

Members: George Darr, BPA, Portland
Tom Osburn, BPA, Walla Walla
Others ?

5. Economic Assessment and Promotion (Objective 6)

Chair: Christy Webb, Idaho Rural Council
2158 Addison Ave East
Twin Falls, ID 83301
208-733-1769 (phone)
208-734-5769 (fax)
irc@idahoruralcouncil.org

Members: Gerald Fleischman, Idaho Energy Division
Dave Luck, enXco
Jan Tuma, Natural Resources Conservation Service
Xenia Williams, Jerome County Planning and Zoning
Sonia Ling, Renewable Northwest Project
Heather Rhoades-Weaver, NWSEED
Rhys Roth, Climate Solutions
Chuck Koch, Oregon Rural Action
Dan Hennis, Small Wind Power Owner/Operator

6. Awareness of Policy Makers (Objective 7)

Chair: Russ Hendricks, Idaho Farm Bureau Federation

PO Box 167
Boise, ID 83702
208-342-2688 (phone)
208-342-8585 (fax)
rhendricks@idahofb.org

Members: Bill Eastlake, Idaho PUC
Russ Hendricks, Idaho Farm Bureau
Kristy Webb, Idaho Rural Council
Dave Luck, enXco
Bill Crafton, Twin Falls Planning and Zoning
Jed Garner, Consultant
Michael Heckler, Windland, Inc.
John Silva, Farmer, Magic Valley
Tim Parkinson, Farmer, Ashton

7. Development of Large Wind Projects (Objective 8)

Chair:

Members: Dave Luck, enXco
Others ?

8. Development of Small-Scale and Medium-Scale Wind Projects (Objective 9)

Chair: Gary Seifert, INEEL
PO Box 1625 MS 3790
Idaho Falls, ID 83415-3790
208-526-9522 (phone)
208-526-2818 (fax)
sei@inel.gov

Members: Russ Hendricks, Idaho Farm Bureau
Scott Gates, Idaho Power Co
Kristy Webb, Idaho Rural Council

Idaho Wind Power Working Group Organizational Chart

